



# CITY OF HOUSTON

## Job Posting

AP

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| <i>Applications accepted from:</i> | ALL PERSONS INTERESTED                   |
| <i>Job Classification</i>          | DIVISION MANAGER                         |
| <i>Posting Number</i>              | PN# 112338                               |
| <i>Department</i>                  | Department of Public Works & Engineering |
| <i>Division</i>                    | Public Utilities Division                |
| <i>Section</i>                     | Operations Support Branch                |
| <i>Reporting Location</i>          | 611 Walker*                              |
| <i>Workdays &amp; Hours</i>        | M-F, 8 A.M - 5 P.M*                      |

\*Subject to change

**DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Directs the management and coordination, of a variety of Human Resources activities and administration and operation of various human resources, plans and projects. Manages trains, develops, counsels and evaluates staff performance. Assists in the design and implementation of special systems plans and projects. Establishes policies, procedures, guidelines and project schedules. Researches, reviews and evaluates new data, reports, products and other information. Reviews, evaluates, selects and implements hardware and software products. Develops and interprets codes, ordinance and specifications. Drafts and reviews proposed contracts, letters of agreements and amendments. Coordinates the preparation, implementation and monitoring of the budget and expenditure. Develops methodologies for creating project data. Oversee employee relations, payroll, personnel, benefits and workers' compensation and training sections. This is an Emergency Management Tier 1 position.

**WORKING CONDITIONS**

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

**MINIMUM EDUCATIONAL REQUIREMENTS**

Requires a Bachelor's degree in Human Resources, Business Administration, Public Administration, or a closely related field.

**MINIMUM EXPERIENCE REQUIREMENTS**

Seven (7) years of progressive professional experience closely related to the activities of the division are required, with at least three (3) of the years in a supervisory capacity. A Master's degree in Business Administration, Public Administration or a field closely related to the activities of the division may be substituted for two years of experience. Directly related professional experience may be substituted for the education requirement on a year-for-year basis.

**MINIMUM LICENSE REQUIREMENTS**

A Valid Texas Driver's License and compliance with the City of Houston policy on driving (AP 2-2).

**PREFERENCES**

Preference will be given to applicants with two years of Human Resources Management experience, strong computer skills in including, MS Outlook, Word, Access, and Excel. Must have strong interpersonal skills and the ability to communicate professionally both verbally and in writing. Familiarity with SAP system (Finance, HR, Payroll, and/or Materials Management).

**SELECTION/SKILLS TESTS REQUIRED**

Requires the ability to make simple gross motor responses within large tolerances.

**SAFETY IMPACT POSITION**    ☒Yes   ☐No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

**SALARY INFORMATION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range – Pay Grade 29  
\$1,885 - \$2,757 Biweekly      \$49,010 - \$71,682 Annually

**OPENING DATE**                      August 9, 2006

**CLOSING DATE**                     Open Until Filled

**APPLICATION PROCEDURES**

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1<sup>st</sup> floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 837-7153. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**